



Office of the
Chief Operations Manager

SOUTH EAST CENTRAL RAILWAY

Bilaspur 495 004

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No. Op/g/SECR/Estt/OO(GAZ)/212A

Dated 14th March 2012.

MEMORANDUM

Sub: Duty List of Operating Officers.

CFTM

1. Freight Operation-All aspects of goods operations, foods stock.
2. Audit cases pertaining to Goods.
3. Coordination meeting with customers.
4. Working of Central Control.
5. GM/COM Conference coordination.
6. Freight Crew management/Six monthly crew review.
7. MCDO.
8. Audit cases pertaining to Freight operation.
9. Running Allowance and Mileage of Running staff.
10. All matters pertaining to FOIS and TMS.

Reporting Officers

Dy.COM(G), Dy.COM(FOIS), STM(G), ATM(G).

CPTM

1. Passenger operations and all related subjects.
2. Punctuality and related issues.
3. Time Tabling and related subjects.
4. Coaching stock and related issues.
5. Audit cases pertaining to passenger operations.
6. Establishment of non-gazetted employees related staff matters
7. Training of Officers/Staff.
8. PNM, PREM, ZRUCC and other Union matters.
9. Coordination for inspection notes of GM, MT & CRB.
10. Working of Emergency Control/Chg Control.
11. CAT & Court cases.
12. COIS/PAM/Computerized Control Charting.
13. M/Exp/Pass crew links and allotment of Spl. coaches.
14. Parcel working.
15. RTI-as Nodal officer.

Reporting Officers: Dy.COM(Chg) , ATM(Chg).

CTPM

1. Planning and finalization of all plans.
2. Works Program.

3. Review of progress of works.
4. Deposit works, DPR.
5. Monitoring of work charged establishment.
6. Traffic Safety: Rule books & Manuals, implementation & revision.
7. Office stores, Tools & Plants, Office equipments – Maintenance/ AMC.
8. Stationery and imprest.

Reporting Officers: Dy.COM(Plg), Dy.COM(P&P), ATM(Plg) will assist CTPM. Work distribution between Dy.COM/Plg. and Dy.COM (P&P) will be issued by CTPM.



(B.K.Joshi)
Chief Operations Manager,
S.E.C.Railway,Bilaspur.

Copy to:-

1. Secy. to GM/SECR for kind information of GM.
2. PHOD/CHOD of SECR/Bilaspur.
3. DRMs-BSP,Raipur & Nagpur.
4. Officers concerned.

SOUTH EAST CENTRAL RAILWAY

(u)

No.Optg/SECR/Estt/OO(GAZ)/212A

Dated 10th March 2014.

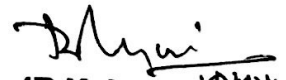
Sub: Duty List of Dy.COM/S&C/Con.

The newly Pin-pointed post of Dy.COM/S&C/Con. being operated under CAO/C will have the following distribution of work and responsibility:

- (a) Coordinating with the agency conducting the surveys for new Railway lines, doubling, 3rd line / 4th line etc. so far as traffic projection and RoR is concerned.
- (b) Writing the chapter on traffic projection including commodity-wise potential for freight and passenger traffic, location of terminals / stations whenever such survey is being conducted departmentally.
- (c) Giving necessary inputs to Dy.CE/Con. concerned regarding layout of stations/terminals and other facilities required for doubling, 3rd / 4th line, GC projects and Traffic Facility projects being undertaken by CAO/Con.
- (d) Coordination with concerned divisions and CTPM regarding finalization and approval of plans in a time bound manner.
- (e) Planning and Coordination with concerned divisions and CFTM for movement engineering material, traffic, power blocks and speed restrictions required for Construction Organization.
- (f) Examining and guiding on matters related to Traffic and Commercial department in CRS applications / sanction.
- (g) Any other assignment given by CAO/Con. or COM/SECR from time to time.

Dy.COM/S&C/Con. is required to keep a close liaison with the CTPM/SECR for seam-less working.


(Laj Kumar)
CAO/CON.


(B.K.Joshi)
Chief Operations Manager

Copy to:-

1. All DRMs for information & necessary action.
2. CTPM, CFTM, CPTM, CE/CON-I, II & NGP for information & necessary action.
3. Dy.COM/S&C/Con. for information and necessary action.
